

Hibernia College Quality Framework

Procedure for the Monitoring and Review of the Hibernia College Quality Framework



HIBERNIA
COLLEGE

1 Introduction

1.1 Purpose and Parent Policy

This procedure sets out the steps for monitoring and reviewing the documented elements of the *Hibernia College Quality Framework (HCQF)*. *The Hibernia College Quality Framework (HCQF): A Policy* is the parent policy.

1.2 Responsibilities

a. Staff responsibilities

- i. The QA Officer, under the guidance of the Registrar, is responsible for the day-to-day management of the HCQF, for editing the documented elements of it, and for ensuring it is up to date and effectively communicated to all College stakeholders.
- ii. All staff in the College are responsible for monitoring and reviewing policies and procedures as they relate to their roles.

b. Faculty responsibilities

- i. All faculty and adjunct faculty are responsible for monitoring and reviewing policies and procedures as they relate to their roles.

c. Hibernia College governance

- i. The approval of policies and procedures is set out in the *Policy for Governance and Management*.

2 Monitoring and Review

Hibernia College uses the *Procedure for Developing New Elements of the HCQF* to initially create the documented elements of the Quality Framework.

2.1 Monitoring the HCQF

In general, the monitoring of HCQF documents is concerned with ensuring their implementation.

a. Ongoing monitoring

- i. The QA Officer monitors the effective implementation of the HCQF on a day-to-day basis through the collection of feedback, the proactive proposal of improvements based on national and international guidance, and the routine implementation of College policies and procedures.

b. Monitoring Reports

- i. The QA Officer produces an annual report for the Academic Board which summarises monitoring activity for each policy area.

c. Periodic review

- i. Each document within the HCQF specifies a review date.
- ii. On the review date, the QA Officer conducts a review, asking all stakeholders:
 - Is the text still up to date?
 - Is the document implemented as written?
 - Is the document relevant and useful?
 - Are there other improvements or edits that could improve the document?
- iii. The QA Officer conducts a review of the legal or regulatory context for the document.
- iv. The QA Officer produces a report for the Academic Board, stating one of the following:
 - No changes required
 - Minor revisions required (along with a mark-up)
 - Major revisions required (along with a brief of the revisions)
 - Full redevelopment required.

Simplified: Monitoring and Review



HIBERNIA
COLLEGE

QA Officer

Monitors the effective implementation of the HCQF on a day-to-day basis

Specifies a review date in each HCQF document at which time the QA officer asks stakeholders a series of questions about the maintenance of the document

Produces an annual report for the Academic Board, including what was discussed with the stakeholders

3 Document Control

Document Title	Procedure for the Monitoring and Review of the Hibernia College Quality Framework		
Author	QA Officer		
Version	V.1	Adoption Date	28/06/2018
Expected Review Date	June 2019		
Related Policies	Hibernia College Quality Framework (HCQF): A Policy Policy for Governance and Management		
Related Procedures	Procedure for Developing New Elements of the HCQF		
Related resources	Policy template Procedure template Strategy template Resource template		